



## FINANCE COMMITTEE

### Town of Grafton

30 Providence Road

Grafton, MA 01519

(508) 839-5335 x 1167

[www.grafton-ma.gov](http://www.grafton-ma.gov)

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April 01, 2006 Approved Minutes of the Finance Committee on Saturday, March 12, 2016

Saturday, April  
01, 2006  
Public Meeting  
Office of the Board of  
Selectmen  
8:30 A.M.  
Minutes

### Public Meeting

The public meeting of the Finance Committee was called to order at 8:38 AM with the following

#### **Finance Committee members present:**

Bob Foley, Doris Metivier, Gary Murray (left at 11:50 AM), Don Davison (8:41 AM), Sue Robbins, Dave Ross, Dharmesh Shah (left at 10:45 AM).

#### **Finance Committee members absent:**

Fred Churchill, Bill Hanley

### School Department

Dr. Joe Connors, Superintendent of Schools, Heidi DiVecchio, School Committee member plus two additional committee members present.

- Dr. Connors reviewed the budget of the School Department with the Finance Committee
  - Gap of \$800,000, due to the Circuit Breaker budget
  - 1.9% increase over \$1,000,000.00.
  - \$680,938.00 over FY06.
  - Generally a level service budget
  - Challenges to prepare the budget
  - 2.4% increase over the last year
- Energy
- Special Education
- Enrollment
  - % increase "foundation enrollment" considered the fastest growing system in the state
- Class size - 22 per classroom, K- 5

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Don Davison

- Class size is an issue
- School Choice is a method to offset costs- when open seats are available in the classroom
- Full day Kindergarten? This is not being considered at this time.
- The Facilities committee is preparing for a full time kindergarten.

**New Staffing**

- 11.2 positions requested
- System wide custodian (a floater to cover vacations and absences)
- Clerical
- Music
- Administrative line increase - \$11,000 plus salary inflation of supplies contractual
- Instructional English as a second language
- The majority of the increased amount is in this category
- 3000 series
- Maintenance
- Custodian steps, supplies, security,
- SPED
- + \$318 not inclusive of the circuit breaker funding.

Pg. 9 **Grant funding** - soft funding if grants dry up.

**Teacher salaries**

- funded 1.5 elementary .5 at middle 1 classroom teacher
- 12 support staff
- Benefits are paid through the town
- Retirement is paid by the grant
- Most are part time employees.

**Other revenue to operate the school system**

- Major revenue outside of the tax revenue
- DOR funding by formula
- Medicaid
- SPED services for outside services to recoup (funds to the general fund)
- "Pothole" funding

Pg. 12 Community comparisons - basically geographical regular ed. including benefits

Pg. 14 **Capital Budget Plan**

- Middle School furnace is a Tier 1 priority
- Not recommended for FY07
- Short lived projects due to the Master Plan
- Another Reimbursement rate from the state is based on conditions of buildings

**Use of the school facilities outside school events.**

- Over 2600 events have been held in the schools facilities by community.
- If charged for the use of the facility, this is used to offset custodial costs.

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**Pg. 36 Heating oil**

- Use at the middle school- new furnace is not factored in.
- 18% heating oil increase.
- 15% electricity increase

**Guidance Salary - High School**

- Salary professional increase?
- Step and grade
- Dr. Joseph Connors, Superintendent, will check on this

**FY07 Contracts**

- All taken care of
- Security
- Buzzer system at the doors

I Internal cameras in hallways and in front of bathrooms

**Library**

- National Library Week 4/03/06
- CW Mars system is now in place.
- Diane Libbey, Hilding Hedberg,
- Personnel budget
- Minor increases due to the CW Mars and salary step increases.

**Energy**

- Maintenance
- Rebinding approx. 50 books per year.
- Subscriptions
- Mainly CW Mars membership and other subscriptions +\$550?
- Professional and Technical
- No need for 400 for conference attending.
- 15% increase
- Typically personnel expenditures are not completely used due to a vacancy.

**Capital Budget**

- Children's Room
- Carpet replacement with materials less prone to molding due to flooding.
- Reconfigure the circulation desk.
- Story telling area needs to be enhanced
- Moveable shelving.

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### **New Building**

- Library Trustees spoke with the Board of Selectmen re: a new building
- To stay on the Common since this is an equidistant site.
- Option #1 to stay on the Common.
- A 32,000 sq. feet library and parking for 90 cars ( which would include street parking)
- 23,000 sq. feet needed for parking in additional to handicap parking
- 55,000 sq. feet
- Worcester St. property is an option.

### **Perreault Property**

Reason for the split vote on Perreault Property purchase for the April 10<sup>th</sup> warrant.

- Wetlands, other properties available etc.
- Boundary survey has not been completed and will be done if the article passes.
- In the amount of \$7,500.00.

### **Nelson Park and Library**

- Bill Kuck is present to review this article.
- Concern about the library consolidating to one library. At this point, the branches will remain open.
- Energy is a concern for FY07 but should be fine.
- Gas heat is now 40-45% as well.
- And can be drawn from other areas of the expense account.
- FY06 fencing and sign will be purchased.
- FY06 salaries adjusted.
- Capital project in the amount of \$23,000
- Roofing and miscellaneous
- Bids are in and they are coming in under.
- Additional services need to be taken care of.
- Can be changed on town meeting floor.

### **Town Clerk**

- Maureen Clark is present to review this budget.
- Salaries are level funded.
- Professional and technical
- Town meeting stenographer
- Office supplies
- Instate travel
- Three conferences attended.
- CPC has approved the category for historical document restoration.

### **Capital**

- This project is due to the organization of the files

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### **Election and Registration**

- Increase due to the increase in the elections for FY07.
- This department may run short due to the April 10<sup>th</sup> special town meeting.
- New machine will be available for election in the Fall for handicap voters provided by the State.

Currently even the program is being provided by the State and they may be dropping the funding in the near future.

Therefore this may be an expense incurred by the Town.

### **Free Cash**

- General free cash will be certified at April 11, 2006.

### **Sewer Department**

Chuck Bohaboy, Dave Therrien and Phil Platt members of the Board present (see list of names)

- FY07 will be strong on energy increase use and the renew of contracts as a result of energy cost increases.
- Permanent personnel
- Replacement of personnel will indicate less funds needed.
- Adjustment to personnel

### **Fire Department**

Mickey Gauthier, Cheryl Barker, Steven Pharest present to review the budget with the Finance Committee.

- Fire Inspector's position
- The Fire Department did not expect that it would be funded this year.
- Union is waiting to come in as a result of the anticipation of the Fire Inspector's position.
- On April 12, the personnel advisory will be reviewing the classification of the Fire Inspector's position.
- This position could be delayed for 6 months or 1 year to make sure that it needs to be done right.
- A statement needs to be made to determine the direction that the Call Fire Department wants to go.
- Description of the position
- In the Town of Westborough, a Full Time Fire Chief attends all meetings and administrative ends of the position. His Captains responds to all Fires.
- Replacement equipment
- Fully funded.
- New equipment
- Received half
- Command module and command vests

### **Was not put into the budget.**

- + 3180 New budget total \$373,694.00 plus \$32,820.00
- Capital
- Garage doors.

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**Training**

- 1<sup>st</sup> responder refresher
- Emergency Training for the Emergency Management Training courses compliant by October 2006.
- If the community isn't 90%, compliant then there will be no federal funding available to the Town.
- New equipment
- Pond like water storage for fire department

**Town Administrator**

- Health Insurance
- 15% increase savings since it only came in at 8.9%
- Stabilization fund
- \$400,000.00 was a part of the proposed balanced operating budget.

**Negotiations**

- Retro to be received via warrant article.
- FY07 to be funded.

**Discussion**

Hennessey property pay off.

**Adjournment:**

Motion: Doris Metivier moved that the public meeting of the Finance Committee adjourn.

Seconded: Don Davison. All in favor. Motion carries.

The public meeting of the Finance Committee adjourned at 2:52 PM.

Respectfully submitted,

Susan M. Fiacco